



Florham Park Public Schools
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RE: COVID-19 “Cheat Sheet” - District Standard Operating Procedures

Dear Parents/Guardians,

As we have experienced this year, there have been several adjustments to our standard operating procedures due to the changing guidelines and recommendations by the NJDOH and our local health department. I certainly understand that it can be exhausting trying to keep up. To assist with this process of organizing many of these most current items, please find a list below with **key district operating procedures and expectations*. As always, should information change, I will communicate this to you in a timely manner.

1. **Communications (most important)** - Continue to be open and forthright when communicating with the school. This is incredibly important and cannot be stressed enough. Though we have had several individuals test Covid+, the majority of these individuals have been linked to an “outside school exposure”. If parents/staff were not open with their exposure(s) during conversations with school staff, our district may have experienced increased school closures. This is a credit to our school community!
 - Outside exposure cases (recreation sports, family members, or any outside school exposure)
DO NOT close schools unless there is a significant community outbreak determined by the local health department.
2. **Close Contact Definition** - As per the NJDOH, a Close Contact is defined as someone who is within less than six feet of distance for more than 15 minutes cumulatively with a positive case over a twenty-four hour period.
3. **Post Travel Guidelines** (3/23/21)
4. **Quarantine/Isolation Requirements and Common COVID-19 Scenarios** (2/18/21)
5. **Daily Screener** - Perform daily screening at home with your child(ren) (1/21/21)
6. **Masks/Face Coverings** - Must be worn in school/bus and on school property during school operating hours.
7. **Products** - Products scheduled to be sent to the school for distribution to someone other than your child (class, grade, etc.) must be organized with the school prior to and will be kept in school storage for 72+ hours prior to distribution.

8. **COVID Testing-** Even if your child is not a [Close Contact](#), if your child is being tested for Covid for any reason, please do not send your child back to the physical classroom until you receive the negative results.
9. **Siblings** - If one of your children is displaying symptoms from the [daily screener](#), keep all of your children home until the symptomatic child's Covid test comes back negative. Many Covid+ individuals are asymptomatic. This reduces the possibility of in-district transmission that results in school closures.
10. **District COVID Letters** - The District will continue to send out Covid letters to the district, [Close Contacts](#), homeroom class(es), and for students that ride the bus. Covid letters are only distributed to the school community when it is determined that there is an epidemiological link to the in-person, instructional classroom. An epidemiological link exist when an individual that takes part in the in-person, instructional learning environment is symptomatic within 48 hours of being in the classroom and later tests Covid+ OR the individual takes a Covid test and tests positive within 48 hours of that individual being part of the in-person environment, regardless of symptoms.
11. **Mask Breaks/Outside Activities** - When outside, masks are to be worn within 6', but can be removed over 6'.
12. **Helpful NJDOH/CDC Links** -
 - [NJDOH COVID-19 Information for Communities and the General Public](#)
 - [How to Protect Yourself](#)
 - [What to Do if You Are Sick](#)

Many may be experiencing [Covid fatigue](#) and/or are becoming a bit more lax with best practices due to the increasing availability of vaccines and the warmer weather. As we enter spring and the last three months of school, we must continue to be vigilant to keep our schools open for in-person instruction under NJDOH and local health department guidelines. Currently, it appears that indoor social gatherings are one of the leading factors to the increase of reported COVID-19 cases.

Please remember, we were one of the few districts in New Jersey that have been providing the opportunity for daily, in-person instruction for all students since the first day of school. This feat could not have been accomplished without the collaboration and support of our staff, parents, students, Board of Education, local health department and community members.

Sincerely,

Steven Caponegro

Dr. Steven Caponegro

**All of the protocols implemented by the District regarding COVID-19 have been and will continue to be done in consultation with and following the recommendations of our local health department.*

cc: Mr. Thomas Cantisano, Florham Park Health Officer

"If everyone is moving forward together, then success takes care of itself." - Henry Ford